

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

2008 CHDO Works Policy

HOME Investment Partnerships Program

30 S. Meridian Street, Suite 1000, Indianapolis, Indiana 46204

Application Process

Overview

The purpose of the CHDO Works program is to strengthen state-certified Community Housing Development Organizations (CHDOs) so they can undertake new housing activities that are eligible to receive HOME Investment Partnerships Program (HOME) funds under the CHDO set-aside.

IHCDA is required under the HOME regulations to set-aside at least 15% of the annual allocation of HOME funds for CHDO-eligible activities. A CHDO-eligible activity includes transitional housing, permanent supportive housing, rental housing, and homebuyer, (rehabilitation or new construction) that is developed, owned, or sponsored by a state-certified CHDO.

This program is designed to:

- Provide reasonable supplemental operating funds to a CHDO with the purpose of expanding its ability to produce housing units. It is **not** intended to serve as the primary source of funding for the organization. The CHDO should demonstrate the ability to leverage other sources of funds for future operations and to grow into self-sufficiency.
- Increase the organizational capacity of the recipient so that they can develop a HOME CHDO-eligible activity, such as transitional housing, permanent supportive housing, rental housing, and homebuyer, within 24 months of receiving the award.
- Minimize duplication of effort of CHDOs throughout the state.
- Be flexible enough to respond to changing housing needs throughout the State of Indiana.

It is the expressed intent of the HOME program to build partnerships among private, public, and non-profit agencies. The most successful partnerships are those that include clear lines of communication, as well as a mutual understanding of the goals and objectives of the agency and/or activity.

Allocation Policy

IHCDA will allocate CHDO Works awards to those applicants that pass threshold. All organizations who pass threshold will receive a CHDO Works allocation. The amount of the allocation is based on the following factors:

- Total Amount of Funds Requested from applications that meet threshold
- Total Amount of Funds Available

The formula for calculating the award amount for each eligible applicant is as follows:

- 1) Total Amount of Funds *Available* divided by the Total Amount of Funds *Requested* equals the CHDO Works *Allocation Percentage*.
- 2) CHDO Works *Allocation Percentage* multiplied by the Eligible Applicant's Funds *Request* equals the Applicant's Funds *Awarded*.

Example : \$600,000 in funds is requested by applicants who meet threshold. CHDO Works offers \$280,000 for 2008; therefore the funds allocation percentage across the program is 46.7 percent ($\$280,000 / \$600,000 = 46.7\%$).

At the completion of the application round, a memo containing a detailed description of each award approved by the IHCDA Board of Directors, along with a list of non-allocated applicants will be posted on the IHCDA Web site. Following the published award announcements, each award grantee will receive documents explaining the terms of their award.

Review Process

Each application will be reviewed in a three-step process:

<u>Step One</u> – Completeness	All required exhibits and attachments are included and the application was received on or before the due date.
<u>Step Two</u> – Threshold	The application meets the required thresholds (serves the eligible populations, has requested funding for the appropriate uses, etc.)
<u>Step Three</u> – Allocation	Applications that pass the completeness and threshold reviews are then allocated CHDO Works funds according to IHCDCA's published allocation method.

Applications failing to meet these requirements will not be eligible to receive CHDO Works funding.

Funding Round.

Application Due Date	August 29, 2008
Award Announcements	October 23, 2008

Application Submission

The applicant must submit the following items to their Community Development Representative:

- CD-ROM, or diskette:
 - One completed copy of the final application forms
- Via hard copy:
 - All forms that require original signatures (Exhibits 5, 6, & 7)
 - All supporting documents required in the tabs

All attachments should be separated by lettered tabs. See the Application Table of Contents, with the application forms, for a list of the contents of each tab and order of submission. Number each page of your tabs. The application should be bound with an appropriately sized binder clip and have the Application Cover Page as the cover.

Applicant is responsible for insuring that these items are received in the IHCDCA office no later than 5:00 p.m. Indianapolis time on or before the due date. Applications received after the deadline will not be scored. Faxed or e-mailed applications will not be accepted.

All applicants must retain a copy of this application package. Applicants that receive funding will be bound by the information contained herein.

Via hard copy should be submitted to the following address:

**Attn: CHDO Works
Indiana Housing and Community Development Authority
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204**

IHCDCA's offices are located on the tenth floor of 30 South Meridian Street. A map showing IHCDCA's location is available in the Appendices.

Technical Assistance

Applicants are encouraged to contact their IHCDCA Community Development Representative upon determining that they may be interested in applying for operating assistance. Upon request, IHCDCA staff will provide technical assistance to CHDOs anticipating applying for IHCDCA funding.

Previously Decertified CHDOs

Any CHDO that has been through the IHCDCA recertification process that resulted in a decertification, is subject to additional documentation regarding the financial viability and overall capacity of the CHDO in addition to what is looked at during the application review process. This can be items such as audited financial statements, housing plans, or current staffing capacity.

Implementation Meeting

Following the award date for each funding round, an IHCDCA Community Development Representative will conduct an implementation meeting for all CHDO Works award recipients. The implementation meeting will vary based on the level of training needed but will include information regarding regulatory requirements, required record keeping, and forms and reports that must be submitted to IHCDCA. These meetings may be conducted in person or via webinar with your Community Development Representative

CHDO Works Implementation Manual

This manual has been designed and written to assist in the implementation of housing programs receiving HOME Investment Partnerships Program (HOME) funds awarded by IHCDCA. The procedures documented in this manual address the required record keeping systems, reporting requirements, award monitoring, and modification procedures in addition to specific program requirements, regulations and definitions. If you would like a copy prior to receiving an award, you may download a copy from [IHCDCA's website](#).

Suspension Policy

IHCDCA will hold all responsible parties, recipients, subrecipients and administrators, accountable for award performance. IHCDCA may suspend or disbar individual persons as well as organizations from participation in IHCDCA funding programs.

IHCDCA will suspend entities for:

- Serving ineligible clients (e.g. not having a diagnosis of HIV or AIDS, over-income, non-Indiana residents, etc.);
- Committing illegal or fraudulent activities; and
- Utilizing award funds on ineligible activities

Eligible Activities

CHDO Operating Funds – HOME Investment Partnerships Program Funds

Eligible Activities

Eligible activities are limited to the following:

- Owner Occupied Rehabilitation
- Homebuyer New Construction
- Homebuyer Rehabilitation
- Permanent Rental New Construction
- Permanent Rental Rehabilitation
- Transitional Housing Rehabilitation
- Permanent Supportive Housing New Construction
- Permanent Supportive Housing Rehabilitation

All recipients of CHDO Works awards are required to apply and receive funding for at least one IHCD HOME CHDO-eligible activity within 24 months of receiving each CHDO Works award.

Eligible Applicants

Eligible applicants are not-for-profit organizations certified by IHCD as Community Housing Development Organizations (CHDO) and are in good standing with IHCD. Organizations that have not yet received CHDO certification (or whose certification is pending) are not eligible for operating funds. Applicants must have received CHDO certification from IHCD at least one (1) month prior to the application deadline.

CHDO's certified to develop within Participating Jurisdictions are eligible to apply only if they are planning a Permanent Supportive Housing development through the Indiana Permanent Supportive Housing Institute.

Participating Jurisdictions include:

Anderson	Gary	St. Joseph County Consortium**
Bloomington	Hammond	Terre Haute
East Chicago	Indianapolis*	Tippecanoe County Consortium***
Evansville	Lake County	
Fort Wayne	Muncie	

**The Cities of Beech Grove, Lawrence, Speedway, Southport, and the part of the Town of Cumberland located within Hancock County are not considered part of the Indianapolis participating jurisdiction. Applicants that serve these areas would be eligible for CHDO Works funding.*

***St. Joseph County Consortium is made up of the cities of South Bend and Mishawaka and the unincorporated areas of the county. These areas are not eligible to receive funding from IHCD. Other incorporated areas are eligible to receive assistance.*

****Tippecanoe County Consortium is made up of the cities of Lafayette and West Lafayette and the unincorporated areas of the county. These areas are not eligible to receive funding from IHCD. Other incorporated areas are eligible to receive assistance.*

Eligible Costs

According to 24 CFR §92.208, eligible costs include reasonable and necessary costs for the operation of the CHDO. Such costs include, but are not limited to, salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; postage; taxes; insurance; equipment, including filing cabinets; materials; supplies; annual financial audit; attorney's fees; computer equipment (hardware or software); lead-based paint equipment; and costs associated with a strategic plan. Other costs may also be eligible.

Community Housing Development Organizations receiving a CHDO Works award may request reimbursement for any eligible expense under the CHDO Works program incurred on or after the date that the IHCD Board of Directors approved their award.

Eligible costs do not include furniture or other office décor. Please consult an IHCD Community Development Representative if you have questions about the eligibility of specific costs.

Funding Limitations

Applicants may apply for up to \$40,000 in operating assistance. CHDO Works funding (along with all other HOME-funded CHDO operating expenses) is limited to: (1) 50% of the CHDO's total operating expenses in any one fiscal year, or (2) \$40,000, whichever is greater. An award recipient will have their entire award available during the award term.

Award Term

CHDO Works awards must be fully expended within a 12-month term.

Threshold & Completeness Criteria

To be considered for a CHDO Works allocation, an applicant must meet **all** of the criteria listed below. Applications that fail to meet **any** of these criteria will **not** be considered for funding. All required supporting documentation must be included in the application.

1. On or before the application deadline, the applicant must provide all documentation as instructed in the “CHDO Works Application”.
2. The applicant must demonstrate that they have been certified by IHCDA as a CHDO for no less than 1 month.
3. The applicant’s Strategic Plan must be provided and must include the following:
 - a) Written within the last 5 years that covers a period of at least 3 years, including the current year
 - b) Specific capacity building goals
 - c) Both short and long-term performance objectives that address each goal
 - d) Timeline(s) for the accomplishment of each objective AND who will be responsible for accomplishing each objective.
4. The applicant must detail any previous CHDO Works awards and how they have increased the organizations capacity.
5. The applicant must identify what CHDO- eligible activity they anticipate applying for following the CHDO Works award.
6. The applicant must demonstrate how they are meeting an unmet need for their area.
7. The applicant must complete all applicable forms and supporting documentation.

IHCDA reserves the right to review the Current Assets to Current Liabilities Ratio to determine appropriate funding levels and make recommendations based on the needs of an applicant.

IHCDA reserves the right to disqualify from funding any application where the applicant has a history of disregarding the policies, procedures, or staff directives associated with administering any IHCDA program or programs of other State and Federal entities, such as, but not limited to the Indiana Office of Rural Affairs, U.S. Department of Housing and Urban Development (HUD), U.S. Department of Agriculture - Rural Development, or Federal Home Loan Bank.

IHCDA reserves the right to use its discretion to waive any of the aforementioned requirements in response to extenuating circumstances.